

**\*\*\*Before filling out the Form FRQ - Please review the Instructions on how to electronically sign the form.\*\*\***

**Professional Campaign Fundraiser Quarterly Report (Form FRQ)**  
**Instructions**

**Name of Professional Campaign Fundraiser**

Enter the name of the individual who is registered as a Professional Campaign Fundraiser.

**Business Name, Address and Telephone Number**

Enter the business name, mailing address and day and evening business telephone numbers of the Professional Campaign Fundraiser. \*If the telephone numbers are unlisted leave those fields blank. \*

**Registration #**

Enter the registration number assigned to the Professional Campaign Fundraiser by ELEC.

**Report Quarter**

Check only one box to indicate the quarterly period.

- |   |                                       |
|---|---------------------------------------|
| Quarter 1 – January 1 through March 31    | (Filing date on or around April 15)   |
| Quarter 2 – April 1 through June 30       | (Filing date on or around July 15)    |
| Quarter 3 – July 1 through September 30   | (Filing date on or around October 15) |
| Quarter 4 – October 1 through December 31 | (Filing date on or around January 15) |

**No Activity**

If the Professional Campaign Fundraiser engaged in no activity during the quarter, this box must be checked. Note: If you are reporting no activity, you must still indicate the quarter in which you are reporting no activity.

**Amendment**

Place a check (✓) if this report amends a previously filed Form FRQ. Specify the reason for the amendment such as “change of amount raised.”

**Professional Campaign Fundraiser’s Certification**

The Professional Campaign Fundraiser must certify Form FRQ before filing. To sign electronically, you must be connected to the Internet and then enter the registration number and PIN of the person signing the form. When the registration number and PIN are entered correctly, the signer’s name will be retrieved from the Internet and appear on the signature line.

**A separate page must be added for each candidate or committee receiving services.**

**Name of Recipient Candidate or Committee**

Enter the name of the candidate or committee that received services during the quarter. *The questions that follow pertain to the candidate or committee named in this field.*

**Amount(s) Raised This Period (Gross)**

Enter the total amount of money raised through fundraising events.

**Amount(s) Raised This Period (Net)**

To find the net amount raised subtract the amount of expenses incurred from the gross amount raised. Expenses include the salary or compensation paid to the Professional Campaign Fundraiser.

**Compensation Received by the Professional Campaign Fundraiser for this Period**

Enter the amount of compensation paid this period to the Professional Campaign Fundraiser.

**Specific Services Provided**

Briefly describe the nature of the services provided by the Professional Campaign Fundraiser. Examples of descriptions include, “planning, organizing and/or attended a dinner to solicit campaign contributions,” or “direct mail solicitation.”

**Itemized Expenditures**

Itemize all expenditures made in connection with the fundraising services for the candidate/committee by providing the payment date, name and address of the payee, the purpose of the expenditure, and the amount of the expenditure.

**Total**

The “Total” reflects all expenditures made on behalf of the candidate or committee.

**Filing Instructions**

Form FRQ must be electronically filed with ELEC on or before the filing due date.

For questions concerning the completion of Form FRQ, contact the Compliance Staff of the Commission, toll free within NJ at: 1 (888) 313-ELEC, or at (609) 292-8700.